



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

PUBLIC PACKET

April 11, 2016



GUSTAVUS CITY COUNCIL

GENERAL MEETING

APRIL 11, 2016

7:00 PM CITY HALL

Gustavus City Council:

Mayor (Seat D):
Mike Taylor
mike.taylor@gustavus-ak.gov
mayor@gustavus-ak.gov
Term Expires 2017

Vice Mayor (Seat E):
Tim Sunday
tim.sunday@gustavus-ak.gov
Term Expires 2018

Council Member (Seat A):
Lori Trummer
lori.trummer@gustavus-ak.gov
Term Expires 2016

Council Member (Seat B):
Jeff Irwin
jeff.irwin@gustavus-ak.gov
Term Expires 2016

Council Member (Seat C):
Jon Howell
jon.howell@gustavus-ak.gov
Term Expires 2017

Council Member (Seat F):
Connie Edwards
connie.edwards@gustavus-ak.gov
Term Expires 2018

Council Member (Seat G):
Greg Streveler
greg.streveler@gustavus-ak.gov
Term Expires 2018

Gustavus City Hall:

City Clerk/Treasurer:
Lori Ewing
lori.ewing@gustavus-ak.gov

Accounting Clerk:
Penny Cook
penny.cook@gustavus-ak.gov

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes:**
 - A. General Meeting Minutes March 14, 2016**
 - B. Special Meeting Minutes March 23, 2016**
- 4. Mayor's Request for Agenda Changes**
- 5. Committee Reports:**
 - A. GVFD**
 - B. Library**
- 6. Public Comment on Non-Agenda Items**
- 7. Consent Agenda:**
 - A. Publish FY16-07NCO Providing for the Amendment of the Administrative Budget for FY16**
 - B. Adopt Resolution CY16-05 Requesting FY17 Payment in Lieu of Taxes Funding from the Department of Commerce, Community and Economic Development**
 - C. Adopt Resolution CY16-06 Providing for a Cost-of-Living Pay Adjustment for City of Gustavus Employees in Regular Positions**
- 8. Ordinance for Public Hearing**
- 9. Unfinished Business**
- 10. New Business:**
 - A. Authorize Mayor to sign MOU between the City and Byte Network for Use of the Old Preschool Building**
 - B. Adopt Resolution CY16-07 Non-Competitively Award Contract to Update Broadband Plan**
- 11. Staff Reports**
- 12. City Council Reports:**
 - A. Mayor's Report**
 - B. City Clerk/Treasurer report**
- 13. City Council Questions and Comments**
- 14. Public Comments on Non-Agenda Items**
- 15. Executive Session**
- 16. Adjournment**

Item No. 1 Call to Order

Item No. 2 Roll Call

Item No. 3 Approval of Minutes

A. Minutes of March 14, 2016 General Meeting

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
MARCH 14TH, 2016**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on March 14th, 2016, at 7:00pm by Mayor Taylor. There are three (3) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Taylor
Council Member Trummer
Council Member Irwin
Council Member Streveler
Council Member Howell
Council Member Edwards

The following members are not present:

Vice Mayor Sunday

3. APPROVAL OF MINUTES:

A. General Meeting Minutes February 8th, 2016

MOTION: Council Member Edwards moves to approve the General Meeting Minutes from February 8th, 2016, as presented.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Streveler, Irwin, Trummer, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 6/0

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

A. Remove Item 10C

5. COMMITTEE REPORTS:

A. GCN – written/oral report by N. Borson

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

7. CONSENT AGENDA

8. **ORDINANCE FOR PUBLIC HEARING:**

A. Adopt FY16-06NCO Transferring Endowment Fund Grant disbursement funds

MOTION: Council Member Irwin moves to adopt FY16-06NCO transferring Endowment Fund Grant disbursement funds

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Streveler, Irwin, Trummer, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 6/0

9. **UNFINISHED BUSINESS:**

A. Award Endowment Fund Grant(s)

MOTION: Council Member Irwin moves to award Endowment Fund Grants to the Gustavus Preschool for \$5,018.55 and to the Gustavus Community Center for \$33,447.45.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

MOTION TO POSTPONE TO TIME CERTAIN: – Council Member Streveler moves to postpone to time certain – March 14, 2016.

SECONDED BY: Council Member Irwin

ROLL CALL VOTE ON MOTION TO POSTPONE TO TIME CERTAIN:

YES: Taylor, Sunday, Streveler, Irwin

NO:

RECUSED:

ROLL CALL VOTE ON MOTION:

YES: Taylor, Streveler, Irwin, Trummer, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 6/0

10. **NEW BUSINESS:**

A. Adopt Resolution CY16-04 to Award Endowment Fund Earnings to the Gustavus Preschool and Gustavus Community Center

MOTION: Council Member Streveler moves to adopt Resolution CY16-04 Awarding Endowment Fund Earnings to the Gustavus Preschool in the amount of \$5,018.55 and to the Gustavus Community Center in the amount of \$33,447.45.

SECONDED BY: Council Member Howell

PUBLIC COMMENT: None

AMENDMENT TO THE MOTION: Council Member Trummer moves to add the words “for construction” in the last WHEREAS following the word “coordinator”.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON AMENDMENT:

YES: Taylor, Streveler, Irwin, Trummer, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 6/0

ROLL CALL VOTE ON MOTION:

YES: Taylor, Streveler, Irwin, Trummer, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 6/0

B. Approve City survey Request for Proposals

MOTION: Council Member Streveler moves to approve Item 10B, the City survey Request for Proposals

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Taylor, Streveler, Irwin, Trummer, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 6/0

~~C. Award Diekey Drive ITB (removed from Agenda by Mayor Taylor)~~

~~D. Award Chase Drive ITB (City Clerk's note: Awarded at February 8, 2016, General Meeting)~~

11. STAFF REPORTS

12. **CITY COUNCIL REPORTS:**

A. Mayor's Report – oral report given by M. Taylor

13. **CITY COUNCIL QUESTIONS AND COMMENTS:**

A. G. Streveler – Preschool update

B. J. Irwin – Fire training with T. Miller was good; thank you to Mike for being Interim Chief.

C. L. Trummer – will be gone March 29-April 15; May 8-June 4

14. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

15. EXECUTIVE SESSION

16. ADJOURNMENT:

Hearing no objections, Mayor Taylor adjourns the meeting at 8:24pm.

B. Minutes of March 23, 2016 Special Meeting

GUSTAVUS CITY COUNCIL SPECIAL MEETING MINUTES MARCH 23RD, 2016

1. **CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on March 23rd, 2016, at 3:03pm by Acting Mayor Greg Streveler. There are zero (0) members of the public in attendance at Gustavus City Hall.

2. **ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Council Member Trummer
Council Member Streveler
Council Member Howell
Council Member Edwards

The following members are not present:

Mayor Taylor	<i>excused</i>
Vice Mayor Sunday	<i>excused</i>
Council Member Irwin	<i>excused</i>

3. APPROVAL OF MINUTES

4. MAYOR'S REQUEST FOR AGENDA CHANGES

5. COMMITTEE REPORTS

6. **PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

7. CONSENT AGENDA

8. ORDINANCE FOR PUBLIC HEARING

9. UNFINISHED BUSINESS

10. **NEW BUSINESS:**

A. Award Dickey Drive ITB

MOTION: Council Member Howell moves to award the Dickey Drive ITB to Glacier Bay Construction with a bid of \$199,805.00

SECONDED BY: Council Member Edwards

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Streveler, Trummer, Howell, Edwards

NO:

RECUSED:

11. STAFF REPORTS
12. CITY COUNCIL REPORTS
13. CITY COUNCIL QUESTIONS AND COMMENTS
14. **PUBLIC COMMENT ON NON-AGENDA ITEMS: None**
15. EXECUTIVE SESSION
16. **ADJOURNMENT:**
Hearing no objections, Acting Mayor Streveler adjourns the meeting at 3:04pm.

Item No. 4 Mayor's Request for Agenda Changes

This is the opportunity for the Mayor to request any changes or revisions to the Agenda. **NO CHANGES INVOLVING THE CITY FINANCES ARE TO BE MADE.** If there are any changes since the first publication of the Agenda, those changes should be announced and approved. **★After General Consent (or Motion, Second and Vote) Mayor announces "the Agenda is set".**

Item No. 5 Committee Reports:

- A. GVFD**
- B. Library**

Item No. 6 Public Comment on Non-Agenda Items

Item No. 7 Consent Agenda:

- A. Publish FY16-07NCO Providing for the Amendment of the Administrative Budget for FY16**
- B. Adopt Resolution CY16-05 Requesting FY17 Payment in Lieu of Taxes Funding from the Department of Commerce, Community and Economic Development**
- C. Adopt Resolution CY16-06 Providing for a Cost-of-Living Pay Adjustment for City of Gustavus Employees in Regular Position**

A. Publish FY16-07NCO Providing for the Amendment of the Administrative Budget for FY16

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY16-07NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF THE
ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2016**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. For the Fiscal Year of 2016 estimated income and expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year, the budget and City held accounts are amended to reflect the changed estimates as follows:

Budget Category	Amounts		
	Original Budget	Amount Collected*	Change
INCOME			
Sales Tax Income	\$310,000.00	\$371,902.00	\$ 61,902.00
<i>* Sales tax income exceeded expectations. The original budget amount is not changing. The excess income is rolled into the following expense categories and AMLIP account.</i>			
Total Income exceeding budgeted amount			\$ 61,902.00
	Original Budget	Amended Budget	Change
EXPENSE			
Bank Charges	\$ 750.00	\$ 850.00	\$ 100.00
<i>*Credit Card machine charges and Bank of America VISA charges were more than anticipated</i>			
Employee Premium Reimbursement	\$ 0.00	\$ 3,700.00	\$ 3,700.00
General Liability	\$ 2,000.00	\$ 2,600.00	\$ 600.00
Total Change in Expense			\$ 4,400.00
CITY HELD ACCOUNTS			
	Account Balance	Amended Balance	Change
<i>*Approximate, this is a dynamic value</i>			
AMLIP – Admin account	\$40,224.17	\$ 97,726.17	\$ 57,502.00
<i>*Sales tax income exceeding budget and not used for expenses</i>			
Total Change in City Held Accounts			\$61,902.00

Section 4. The budget and City Held accounts are hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *April 11, 2016*

DATE OF PUBLIC HEARING: *May 9, 2016*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2016.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk/Treasurer

B. Adopt Resolution CY16-05 Requesting FY17 Payment in Lieu of Taxes Funding from the Department of Commerce, Community and Economic Development

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY16-05**

**A RESOLUTION REQUESTING FY17 PAYMENT IN LIEU OF TAXES FUNDING FROM
THE DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT**

WHEREAS, 3 AAC 152.100 requires the governing body of a city to adopt a resolution requesting funding from the Payment In Lieu of Taxes Program for cities in the unorganized borough and to submit the resolution to the Department of Commerce, Community, and Economic Development; and

WHEREAS, the City has conducted a regular election during the preceding state fiscal year and has reported the results of the election to the commissioner; and

WHEREAS, regular meetings of the governing body are held in the City and a record of proceedings is maintained; and

WHEREAS, Ordinances adopted by the City have been codified in accordance with AS 29.25.050; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Gustavus by this resolution hereby requests distribution from the FY16 Payment in Lieu of Taxes Program by the Department of Commerce, Community, and Economic Development on the date required by law.

PASSED and APPROVED by the Gustavus City Council on this ____ day of____, 2016, and effective upon adoption.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk/Treasurer

C. Adopt Resolution CY16-06 Providing for a Cost-of-Living Pay Adjustment for City of Gustavus Employees in Regular Positions

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY16-06**

A RESOLUTION PROVIDING FOR A COST-OF-LIVING PAY ADJUSTMENT FOR CITY OF GUSTAVUS EMPLOYEES IN REGULAR POSITIONS

WHEREAS, the Gustavus City Council adopted an “Employee Payment and Earnings Policy” on June 8, 2006, and

WHEREAS, the Gustavus City Council adopted Resolution 2011-23 on December 8, 2011, which updates the Section of the “Employment Payment and Earnings Policy” entitled “Pay Raises”, and

WHEREAS, the adopted Policy of “Pay Raises” states that the Gustavus City Council may grant, from time to time, by resolution, periodic adjustments to the City’s pay schedule. The City Council will consider the cumulative change in the Consumer Price Index (Anchorage) since the last such pay adjustment in formulating such adjustments. Such periodic pay adjustments, if any, will apply to all Regular Position employees of the City of Gustavus. A Regular Position is a full-time or part-time year-round position in which the employee generally works the same schedule every week, although actual hours each week may vary with season or with work load, and

WHEREAS, in adopting this policy, the City Council of the City of Gustavus has determined that adjusting the pay of its Regular Position employees in an amount equal to the change in the consumer price index (CPI) for Anchorage, the standard measure of CPI for Alaska, is appropriate, and

WHEREAS, the logical time to approve the Cost-of-Living Pay Adjustment is before the Gustavus City Council has adopted the next fiscal year budgets, and

WHEREAS, the consumer price index (CPI) for Anchorage rose 0.5% for the calendar year 2015,

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council grants a 0.5% Cost-of-Living Pay Adjustment to current hourly rates (nonexempt) and base salary (exempt) for all Regular Position Employees effective July 1, 2016.

PASSED and APPROVED by the Gustavus City Council this ____ day of _____, 2016, and effective upon adoption.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk/Treasurer

Item 8. Ordinance for Public Hearing

Item 9. Unfinished Business

Item No. 10. New Business:

A. Authorize Mayor to sign MOU between the City and Byte Network for Use of the Old Preschool Building

**MEMORANDUM OF UNDERSTANDING BETWEEN
BYTE NETWORKING, LLC. AND THE CITY OF GUSTAVUS**

As of this date, the City of Gustavus grants Byte Networking the use of approximately 500 sq. ft. of floor space in the old preschool/post office building (located on Parcel 3 of the City land entitlement) for use as dry, unheated storage of materials related to Byte's business in Gustavus. This term of this agreement is from April 11 – September 30, 2016. It may be extended, at the pleasure of both parties. The value of this agreement is \$50/month.

In non-monetary compensation for this use, Byte Networking agrees to perform this work on and near the building, to be completed no later than August 1, 2016:

- 1) Remove the old oil tank now situated at the building's SW corner. This entails:
 - a) Disconnecting the oil line and securing one line to the side of the building,
 - b) Plugging all orifices on the tank,
 - c) Disassembling the tank stand and placing remains in the willows out of sight south of the building, in a place directed by a City representative, and
 - d) Moving the tank to a place chosen by the City, to be determined.
- 2) Re-roof the S entranceway to the building. This entails:
 - a) Removing the old exterior roof, and disposing of its remains per direction of the City,
 - b) Leaving the interior roofing and walls intact, and
 - c) Rebuilding the roof as a pitched structure, using 2 x 4 construction on 18 inch centers, plywood underlayment faced with roofing felt, and topped with painted steel roofing. This roof will overhang the existing entranceway by 6 inches on each side and by one foot over the entry.

Byte Networking further agrees to:

- 3) Maintain the building interior, especially the carpet, in its present condition by laying protective materials under any storage item that could leak.
- 4) Restrict Byte's usage to the area delineated by the City.
- 5) Store materials in such a way as to allow access by preschool personnel to their materials store elsewhere in the building.

Mike Taylor, Mayor

David Kunat, Byte Networking, LLC

Date

Date

B. Adopt Resolution CY16-07 Non-Competitively Award Contract to Update Broadband Plan

CITY OF GUSTAVUS, ALASKA RESOLUTION CY16-07

A RESOLUTION TO NON-COMPETITIVELY AWARD CONTRACT TO UPDATE BROADBAND PLAN

WHEREAS, the State of Alaska awarded a \$235,000 community broadband grant to the City of Gustavus in 2011 and the Gustavus City Council accepted a final plan in October, 2012; and

WHEREAS, the City of Gustavus has tried for three years and failed to obtain funding for construction of the \$2.4 million last-mile wired network proposed in the Gustavus Broadband Plan; and

WHEREAS, much has changed since the Gustavus Broadband Plan was adopted, including StarBand going out of business, a decision to dissolve the Gustavus Community Network, and Fibre Alaska's construction of a last-mile network in Gustavus; and

WHEREAS, most of Gustavus still lacks access to broadband Internet access, and universal broadband access remains a top priority of the community, but it is now unclear how the City can advance this priority; and

WHEREAS, a balance of \$27,912 remains in the FY12 broadband planning CIP grant, and the City has no current plans for these funds, which expire June 30, 2016; and

WHEREAS, Gustavus Municipal Code Section 4.17.050(d) provides for the non-competitive procurement of consultant, technical, real estate, architect, engineer or audit services; and

WHEREAS, Byte Networking, LLC is uniquely qualified to update the Gustavus Broadband Plan because it is the only entity actually doing anything to further broadband in Gustavus and knows what they have already built here, what challenges the community faces, and how to move ahead with limited resources, and

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council authorizes the Mayor to award a contract to Byte Networking, LLC in the amount of \$24,162 for the purpose of updating the Gustavus Broadband Plan to answer what it will take now to deliver Internet service to everyone throughout Gustavus; and

BE IT FURTHER RESOLVED, that the Mayor may authorize \$3,750 to GCN System Manager Corvid Computing for project management for the plan update as an *additional service* under its current system management contract; and

BE IT FURTHER RESOLVED, that funds expended under this resolution shall be disbursed by June 30, 2016 and reimbursed by the State of Alaska.

PASSED and APPROVED by the Gustavus City Council this ____ day of _____, 2016, and effective upon adoption.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk/Treasurer

Item No. 11 Staff Reports

Item No. 12 City Council Reports:

A. Mayor's Report

B. City Clerk/Treasurer Report

Item No. 13 City Council Questions and Comments

Item No. 14 Public Comment on Non-Agenda Items

Item No. 15 Executive Session

Item No. 16 Adjournment